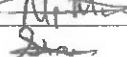


PRODUCT/ PROCESS: Corrugated Cartons

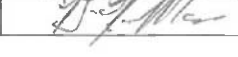
DATE: 30 January 2026

12 STEPS to HACCP	
Step #	Description
1	Assemble the HACCP Team
2	Describe the Product
3	Identify the Intended Use
4	Construct Flow Diagram
5	On-Site Confirmation of Flow Diagram
6	List all potential Hazards, conduct a hazard analysis, consider control measures
7	Determine OPRP's (Operational Pre-Requisite Programmes) or CCP's (Critical Control Points)
8	Establish Critical Limits for each CCP
9	Establish a Monitoring System for each CCP
10	Establish Corrective Actions
11	Establish Verification Procedures
12	Establish Documentation and Record Keeping

STEP 1: Assemble the HACCP Team

Role	Department Representing	Name	Signature
Food safety team leader	SHEQ	Crystal Adams	
Food safety deputy team leader	Quality	Sanelisiwe Siqhola	
FST Member	Planning	Mpumelelo Mahem	
FST Member	Planning	Siyabulela Trom	
FST Member	Customer Services	Thaine Robinson	
FST Member	Corrugator-South	Zain Amardien	
FST Member	Corrugator-North	Patrick Muller	
FST Member	Converting- CRs & RDs	Roland Meyer	
FST Member	Converting- Specialities & Sheet Line	Luca Boshoff	
FST Member	Despatch	Realeboga Senwedi	
FST Member	Design	Clint Carolus	
FST Member	Stores	Ashleigh Petersen	

HACCP PLAN

FST Member	Paper Stores	Emile Hartzenberg	
FST Member	Distribution Manager	Tando Mvo	
FST Member	Engineering	Craig Harrison	
FST Member	Buyer	Tania Mains	
FST Member	SHE officer	Dillan Martin	

STEP 2: Describe the Product

Product Description/ Specification Sheet

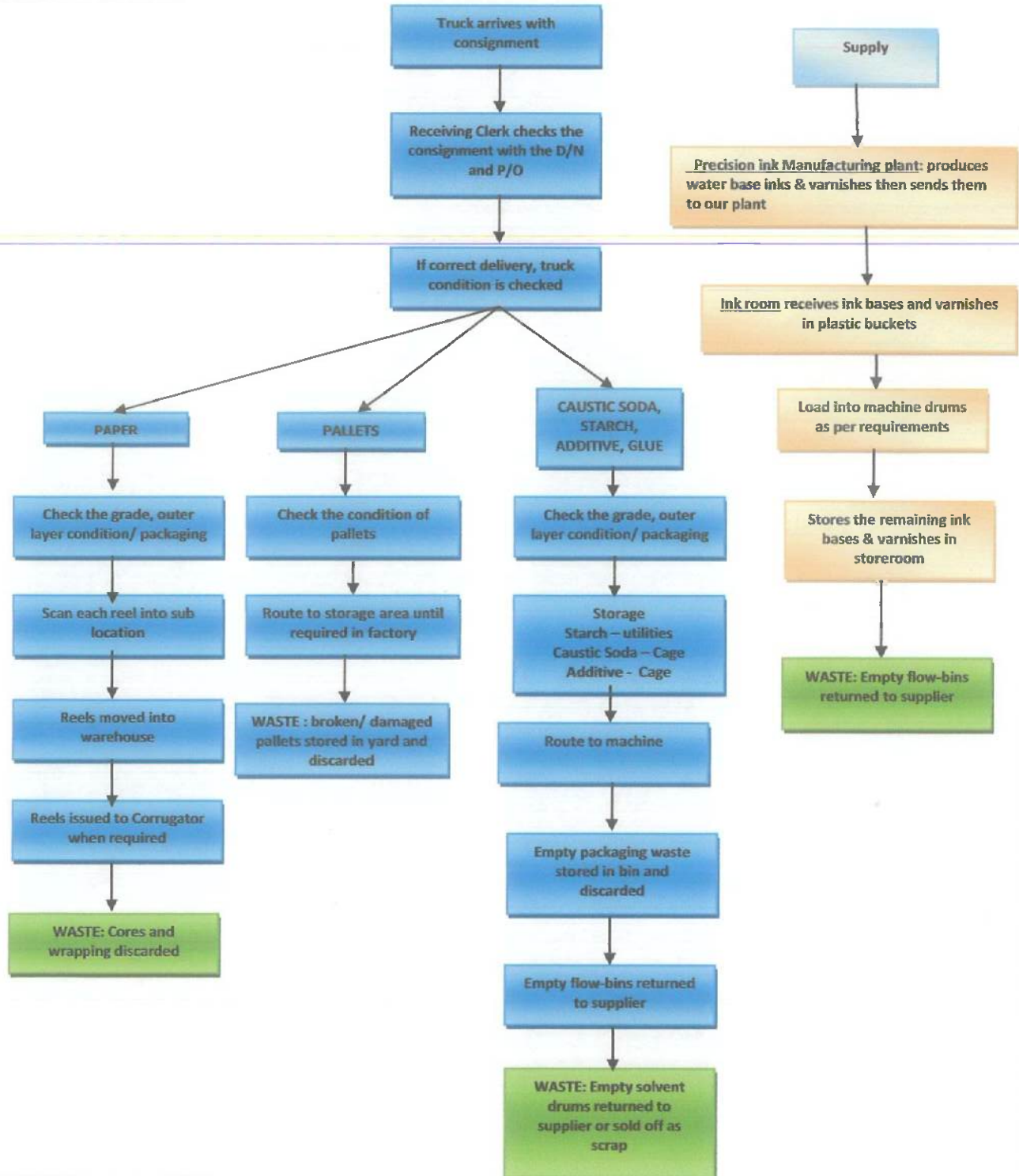
1. Product name(s)	<i>Corrugated printed Boxes</i>
2. Important product characteristics	<i>Corrugated cardboard</i>
3 How is it to be used	<i>For packaging of pizzas and fruit</i>
4.Packaging	<i>Pallet wrapped, strapped and palletised</i>
5. Shelf life	<i>N/A</i>
6. Where is it to be sold	<i>Fast food and fruit packers</i>
7. Labelling instructions	<i>Pallet labels – product description, codes, dates, samples and quantities</i>
8. Special distribution control	<i>Delivery in closed trucks</i>
9. Storage Conditions	<i>Store in dry area</i>
10. Statutory & Regulatory Requirements	<i>Not applicable</i>
11. Misuse of Product	<i>No possible means to misuse pizza boxes and fruit boxes</i>

STEP 3: Identify Intended Use

For packaging of pizzas and fruit

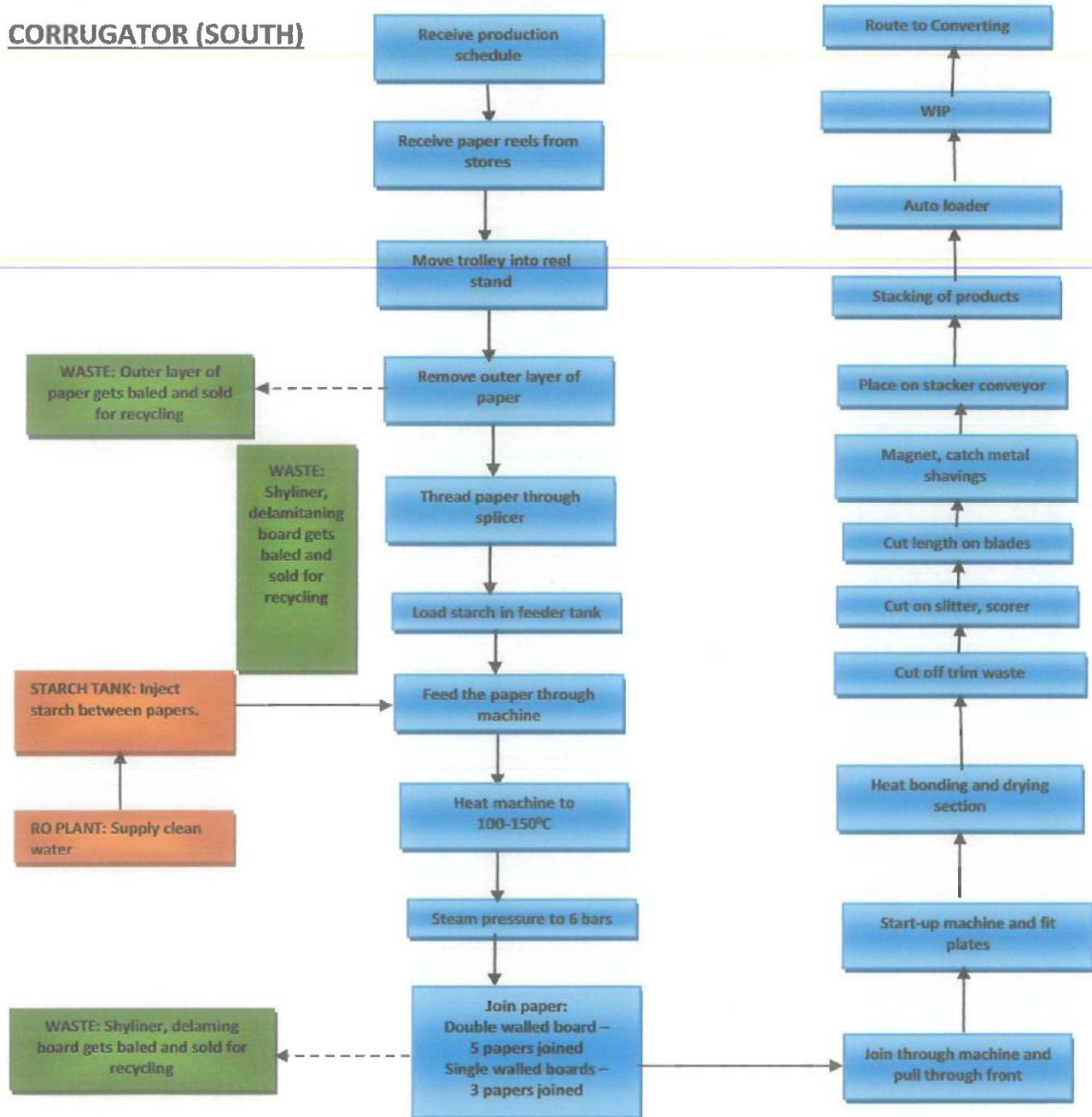
STEP 4.1: Construct Flow Diagram

RECEIVING PROCESS



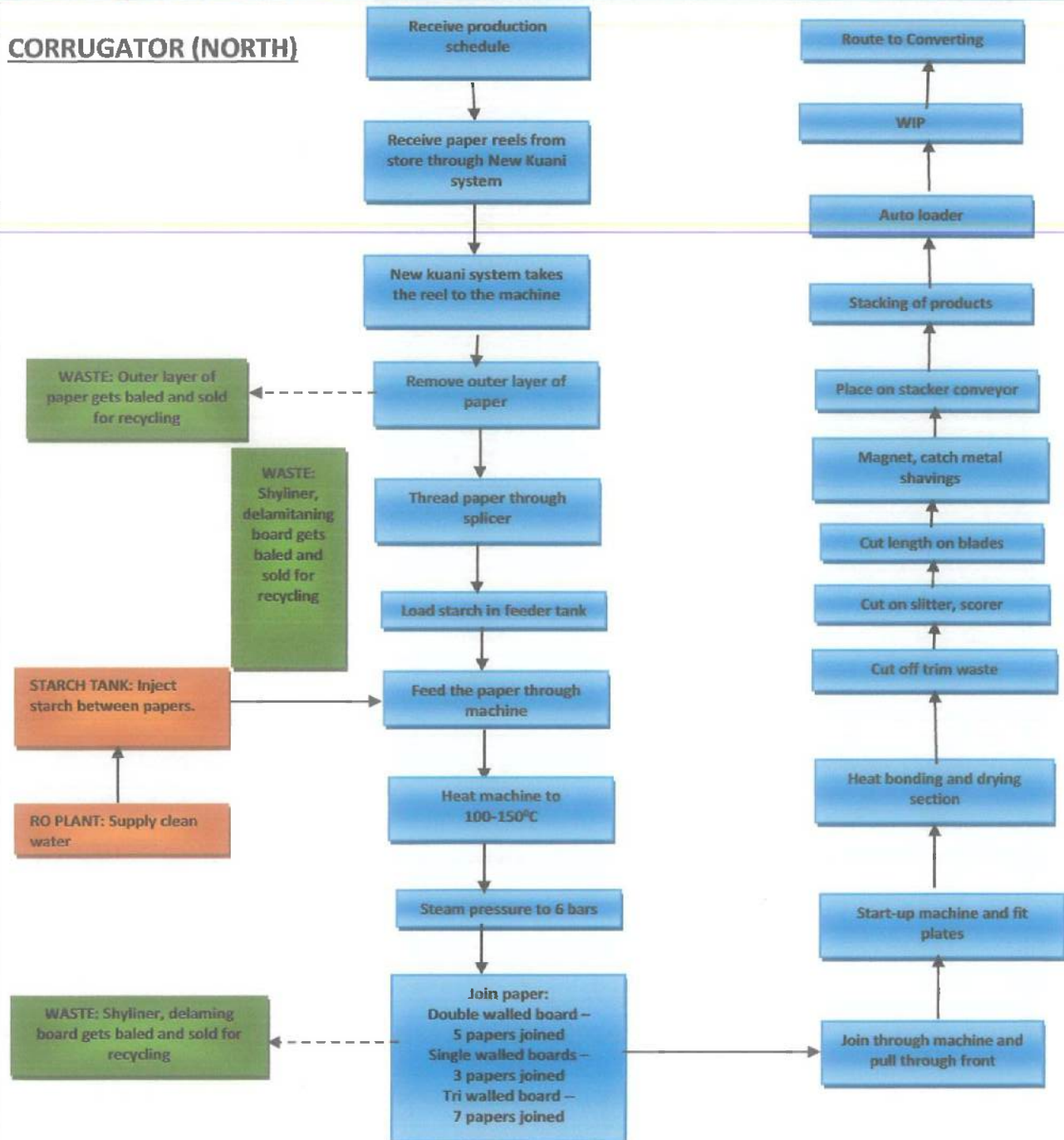
STEP 4.2: Construct Flow Diagram

CORRUGATOR (SOUTH)



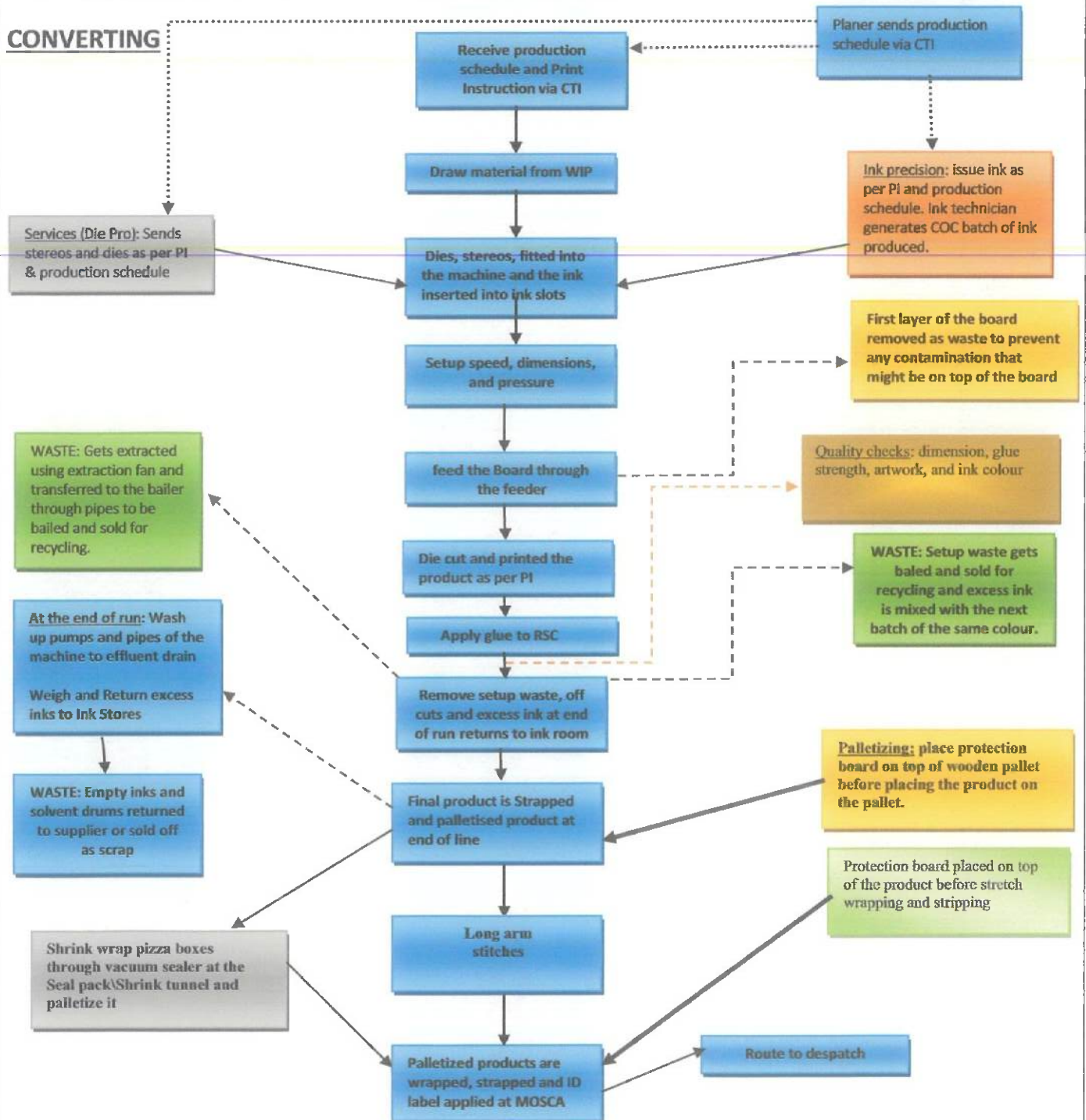
STEP 4.2: Construct Flow Diagram

CORRUGATOR (NORTH)



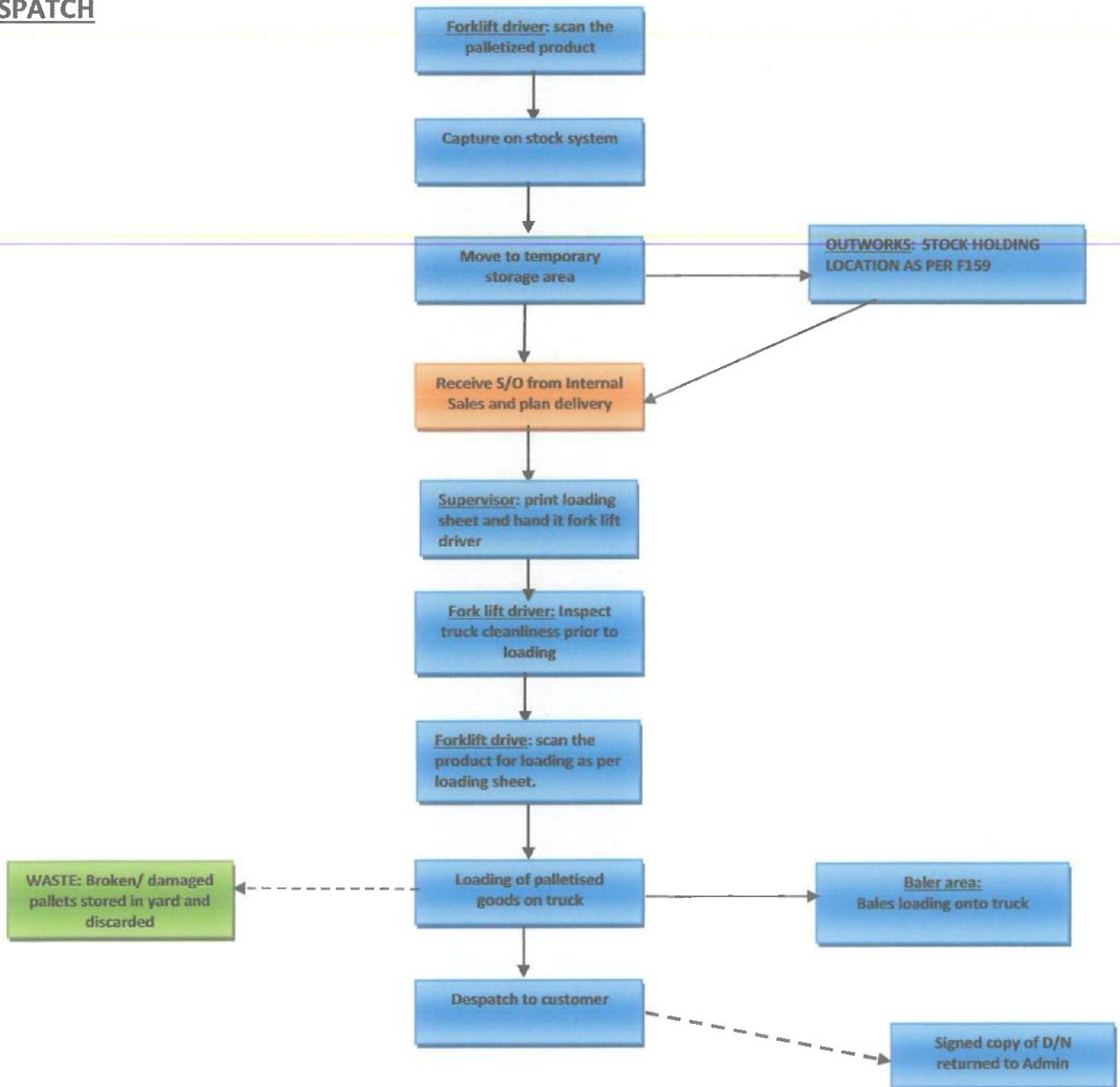
STEP 4.3: Construct Flow Diagram

CONVERTING

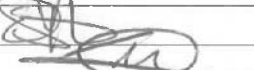


STEP 4.4: Construct Flow Diagram

DESPATCH



STEP 5: On-Site Confirmation of Flow Diagram

Role	Department Representing	Name	Signature
Food safety team leader	SHEQ	Crystal Adams	
Food safety deputy team leader	Quality	Sanelisiwe Siqholo	
FST Member	Planning	Mpumelelo Mahem	
FST Member	Planning	Siyabulela Trom	
FST Member	Planning	Clydon Williams	
FST Member	Customer Services	Thaine Robinson	
FST Member	Corrugator-South	Zain Amardien	
FST Member	Corrugator-North	Patrick Muller	
FST Member	Corrugator-North	Clinton Sithole	
FST Member	Converting- CRs& RDs	Roland Meyer	
FST Member	Converting- Specialities & Bobst	Luca Boshoff	
FST Member	Production	Plaatjies Earl	
FST Member	Despatch	Realeboga Senwedi	
FST Member	Design	Clint Carolus	
FST Member	Design	Frederick Louis	
FST Member	Stores	Ashleigh Petersen	
FST Member	Paper Stores	Emile Hartzenberg	
FST Member	Distribution Manager	Tando Mvo	
FST Member	Pallet Yard	Celimo Sebastian	
FST Member	Engineering	Craig Harrison	
FST Member	Buyer	Tania Mains	
FST Member	Health & Safety	Dillan Martin	

STEP 6: List all Potential Hazards, Conduct Hazard Analysis, Consider Control Measures

HAZARD ANALYSIS WORKSHEET										
(3) NATURE OF HAZARD: "B" Biological, "P" Physical, "C" Chemical, "A" Allergen										
(4) SIGNIFICANCE: The effect of the hazard on the food ingredient packaged within the product manufactured by the organisation										
PROBABILITY/ CHANCE OF OCCURRENCE				SEVERITY/ EFFECT OF HAZARD TO THE						
1	Low	Hardly ever occurs	1 - Low	No significant threat to the customer/ No adverse health etc.						
2	Medium	Occurs at certain intervals	2 - Medium	Product recall, major customer complaint/ Some adverse						
3	High	Frequent occurrence	3 - High	Serious adverse health effect on consumer, e.g. hospital						
Significant Rating: Probability X Severity = Score > 4 OR when Severity = High Significant Ratings must be evaluated through the Decision tree to determine if the hazard becomes an OPRP or CCP										
(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		
Process Step	Potential hazard	Hazard present, introduction, increase or persist	Source/ Origin of the Hazard	Risk Evaluation	Preventative measures	Acceptable Measures	Is this step a OPRP?	Is this step a CCP?		
				Prob.	Severity	Risk				
RECEIVING 4.1										
Receiving of reels	P:	Dust builds up on the outer layer of the reel	Longer storage period at the supplier	2	1	2	Paper is inspected before receiving. Outer layer of the reel is peeled off before threading the paper to the splicer	None	No	No
	C:	Oil and Diesel fumes. (MOSH&MOAH)	Oil leak from supplier machine or Clamps	2	1	2	Paper is inspected before receiving. Maintenance on the clamps\daily inspections Contaminated stock rejected. Annual external lab testing.	None	No	No
	B	Salmonella	Bird	1	1	2	Paper is inspected before receiving.			

HACCP PLAN

			ction	droppings, pest activity (Symptoms of Salmonella diarrhoea, stomach cramps and occasional fever)	1	1	1	1	Contaminated Stock will be rejected	0	No	No
B:	<i>E. coli</i>	Introdu	ction	Bird droppings, pest activity. (Symptoms of <i>E. coli</i> diarrhoea, stomach cramps and occasional fever)	1	1	1	1	Paper is inspected before receiving. Contaminated Stock will be rejected	0	No	No
A:	None										No	No
P:	Wooden chips	Present		Forklift damage	2	1	2	2	Pallet inspection Pallet inspected prior receiving and non-conforming product rejected	None	No	No
C:	-											
B:	Mouldy pallets	Introdu	ced	Dampness	1	1	1	1	Pallet inspection Pallet inspected prior receiving and non-conforming product rejected. Checklist	None	No	No
P:	Dust build-up	Introdu	ced	Long storage periods	3	1	3	3	Outer layer of the reel is peeled off before threading the paper to the splicer	None	No	No
C:	-											
B:	-											
A:	-											
A:	none											

DOC NO: FS 04 Rev. 9

HACCP PLAN

				diarrhoea, stomach cramps and occasional fever						
	A:	none								
Shrink wrapping	P:	Broken glass, Dust, Hair, Nuts, Bolts, Screws, staples, phones, keys and Buttons\Zips,	Present \ Introduced	1.Lights 2.Corrugator , Baler or unpaved grounds outside 3. machine, Maintenance 4. PPE	1	1	1	1.Daily Sighting of Foreign Objects Lights fitted with covers and LED lights in use. Glass register for breakage in place. 2.Good housekeeping, Enclose baler to minimise dust. Pallet covers\wrap pallets and place protection sheet on top while waiting to go through the shrink tunnel	None	No
	C:	None								
	B:	Microbiological agents e.g. <i>Salmonella</i>	Introduced	Pest activity, bird droppings, Employees Physical contact with product (Symptoms of <i>Salmonella</i> diarrhoea, stomach cramps and occasional fever)	1	1	1	Pest control systems Daily sightings of foreign objects Strip curtains and closed doors Personal Protective Equipment (Hair, Beard & Wrist nets, disposable apron, pocketless & buttonless overall coats)	0	No
	B:	<i>E.coli</i>	Introduced	Bird						

HACCP PLAN

			ced	droppings, pest activity. (Symptoms of E.coli diarrhoea, stomach cramps and occasional fever							
	A:	none									
Palletising and pallet wrap	P:	Broken glass	Introdu ced	Lights	1	1	1	Daily Sighting of Foreign Objects Lights fitted with covers and plastic lights in use	None	No	
	C:										
	B:	Microbiological agents e.g. <i>Salmonella</i>	Introdu ced	Pest activity, bird droppings, could on pallets (Symptoms of <i>Salmonella</i> diarrhoea, stomach cramps and occasional fever)	1	1	1	Pest control systems Daily sightings of foreign objects Strip curtains and closed doors Pallet inspection check sheet Paved pallet yard Heat treatment of pallet where applicable	0	No	
	B:	<i>E.coli</i>	Introdu ced	Bird droppings, pest activity. (Symptoms of E.coli diarrhoea, stomach cramps and occasional							

HACCP PLAN

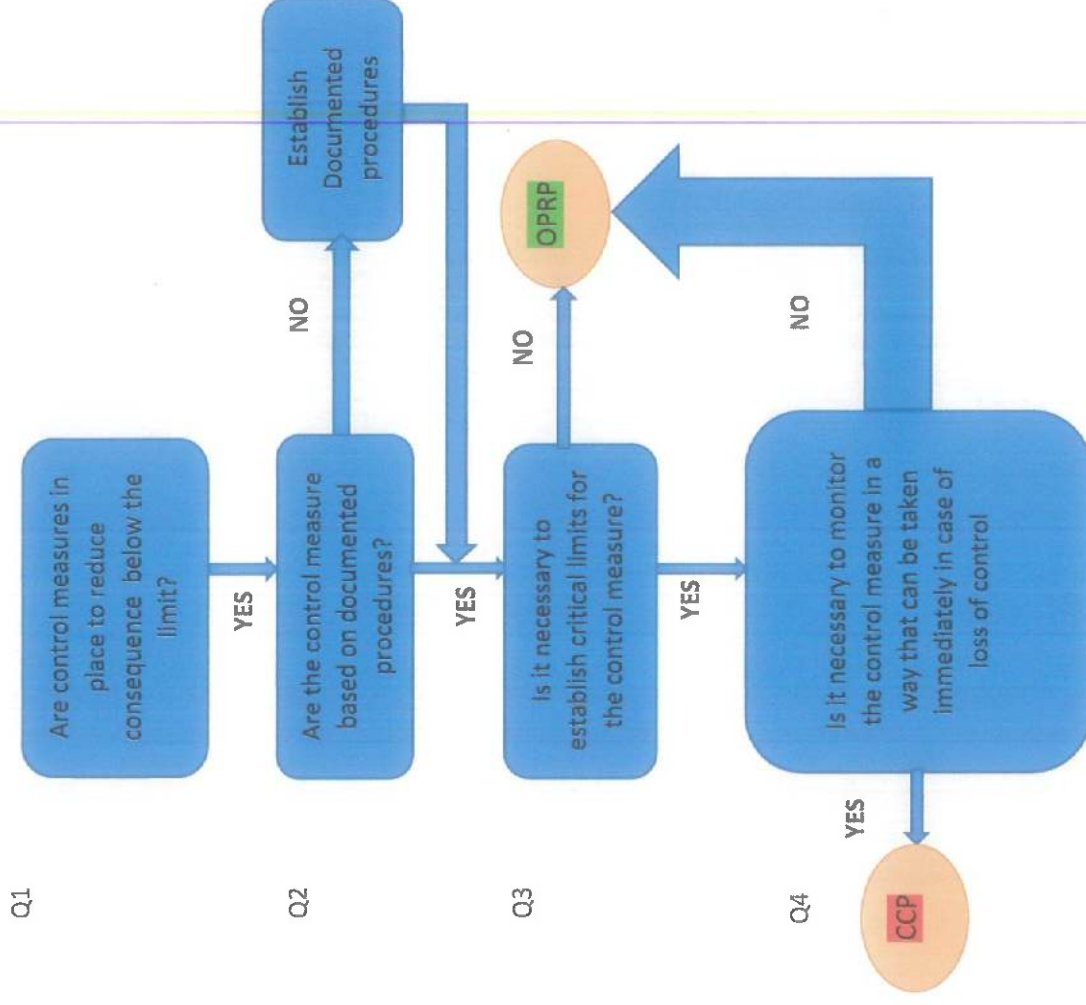
DESPATCH 4.4

Inspect truck cleanliness	P:	Dust	Introduced	1	1	1	Loading of stock in a truck with excessive dust is prohibited and truck will be sent away for proper cleaning and sanitation.	None	No
							Pallets are shrink wrapped and protection boards on top and between the pallet and the product.		
	C:						Delivery inspection checklist C006.		No
	B:	Biological agents e.g. <i>Salmonella</i>	Introduced	1	1	1	Loading of stock in contaminated truck is prohibited and the truck will be sent away for proper cleaning and sanitation.	0	
							Drop curtains before moving end product to tarping area.		
	B:	<i>E.coli</i>	Introduced						
	A:	none							
	P:	None							
	C:	None							
	B:	None							
Shredding of Product waste at baler									

HACCP PLAN

Loading of truck at Baler area	A: P:	None Dust	Present Introduced	The period the gate is open.	2	1	2	Delivery inspection checklist C006 Access control at the baler area. Area to be demarcated	None	No
	C:									
	B:	Biological agents e.g. <i>Salmonella</i>	Introduced	Pest activity and bird droppings (Symptoms of <i>Salmonella</i> diarrhoea, stomach cramps and occasional fever)	1	1	1	Access control at the baler area. Pest control systems Daily sightings of foreign objects	1	No
	B:	<i>E.coli</i>	Introduced	Bird droppings, pest activity. (Symptoms of <i>E.coli</i> diarrhoea, stomach cramps and occasional fever)						
	A:	None								

HACCP PLAN



OPRP Decision Tree & Control Plan

22 | Page

STEP 7.2: Determine CCP's

CCP Decision Tree

[illegible]

STEP 9 : Establish a Monitoring System for each CCP

Characteristic	Monitoring Method	Equipment/ Instruments	Records	Responsibility

STEP 10 : Establish Corrective Actions

Corrective Actions	Responsibility	Records	Comments

STEP 11 : Establish Verification Procedures

What will be Verified?	By Whom?	How?	When?	Records

STEP 12 : Establish Documentation and Record Keeping

Applicable Documentation	Responsibility	Storage & Protection